

QuikTrac

Before Calling, You will need:

1. Your Permit, Case or Application Number
2. Inspection codes, if scheduling an inspection (see list of codes on reverse side)

To Begin: DIAL 915-313-6100

Choose from the following options:

- Press 1 for English
- Press 2 for Spanish

THEN Select

- Press 1 to schedule an inspection
- Press 2 to cancel an inspection
- Press 3 to hear inspection results
- Press 0 to speak to Staff
- Press * for General Information
- Press # to return to the previous menu

To Schedule an Inspection Example ELE05-12345

A.) Enter the THREE letters of the Permit number
ELE = 353 (See List)

B.) Enter the SEVEN Numbers of the Permit, then Press #
Example: 0512345 #

C.) QuikTrac will repeat the number and the address

D.) Enter Inspection code (See List or Press *)

E.) Select Inspection Date

1. Next Working Day From Call Date
2. Two Working Days From Call Date
3. Three Working Days From Call Date
4. Four Working Days From Call Date
5. Five Working Days From Call Date

F.) Enter Your Phone Number where you can be reached followed by the # key

G.) Press 2 to continue

Press # to re-enter the Inspection Date

H.) QuikTrac states Inspection Date and

Press 1 Receive Confirmation Number and Hang Up

Press 2 To schedule another inspection on Same Permit

Press 3 To schedule an inspection on Different Permit

Press 4 To Return to the main Menu

Press 5 to Request for Automatic Notification

To Cancel an Inspection Example ELE05-12345

A.) Enter the three letters of the Permit number
ELE = 353

B.) Enter the Seven Numbers of the Permit, Press #
0512345 #

C.) QuikTrac will repeat the permit number and address

D.) Enter Inspection Code Number

E.) Select

- Press 1 to cancel Scheduled Inspection
- Press 2 to Reschedule an Inspection
- Press 3 to not alter the Schedule Date
- Press 5 To Receive a Fax of information
- Press # to return to previous menu
- Press 9 to repeat

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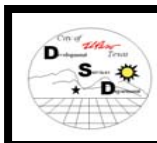
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To Assist in your Land and
Building Development Needs
from Conception to Completion

Electrical

Permits starting with ELE

QuikTrac

24-Hour Scheduling

By Telephone

FOR

PERMIT INSPECTIONS

24 Hours a Day

Seven Days a week

915-313-6100

Schedule Inspections

Cancel and Reschedule Inspections

Check Inspection Results

Electrical Inspections

ELE

100 Electrical Temporary Service

300 Electrical Rough Inspection

303 Electrical Partial Inspection

350 Electrical Pool Ground Inspection

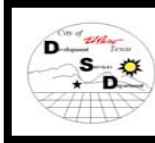
360 Electrical Slab Inspection

370 Electrical Service Change Inspection

390 Electrical Underground Inspection

440 Electrical Service Release

600 Electrical Final Inspection



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